

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - May 11, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
General Support Services					
4119	Accounting	Controller		4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
Justice Programs					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
Department of Health and Human Services					
4245	Behavioral Health	Transit Driver	NEW	5/11/2015	\$ 13.19
4246	Child Welfare	Group Home Worker	NEW	5/11/2015	\$ 15.68
Department of Education					
4223	One Stop	Case Manager		4/27/2015	\$ 48,414.00
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4183	Early Childhood/Head Start Site: San Xavier	Center Coordinator		4/27/2015	\$ 21.09
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
Department of Natural Resources					
4234	Animal Control	Animal Control Officer	CORRECTION	4/20/2015	\$ 18.18
4222	Well Maintenance	Well Maintenance Supervisor		3/30/2015	\$ 53,440.00
Department of Planning and Economic Development					
4073	Credit & Finance	Economic Development Specialist		4/27/2015	\$ 20.07
4156	Realty Office	Realty Specialist		3/16/2015	\$ 20.57

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

Position: Business Manager

Position: Accounting Technician - Open: April 13 - May 01, 2015

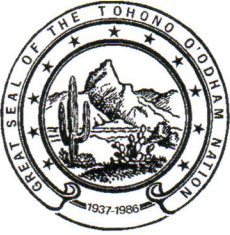
Please contact the Sells District office at 520-383-2281 to apply.

Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Position: Counselor II/Therapist - Site: Sells

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

4245

JOB ANNOUNCEMENT

JOB TITLE: TRANSIT DRIVER
SALARY: \$13.19 PER HOUR, PLUS BENEFITS

OPENING DATE: May 11, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Behavioral Health

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides safe transportation of program clients to and from designated activities.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience as a driver, or an equivalent combination of work experience that demonstrates the ability to perform the work duties.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English *required*.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



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4246

JOB ANNOUNCEMENT

JOB TITLE: GROUP HOME WORKER
SALARY: \$15.68 PER HOUR, PLUS BENEFITS

OPENING DATE: May 11, 2015

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Health & Human Services/Child Welfare

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain a Food Handler's Card within three months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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4234

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JOB ANNOUNCEMENT

JOB TITLE: **ANIMAL CONTROL OFFICER**
SALARY: **\$18.18 PER HOUR, PLUS BENEFITS**

OPENING DATE: **April 20, 2015**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/**Animal Control**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs work of routine difficulty in enforcing the Tohono O'odham Nation's Code Title 17, Chapter 7 - Animal Control. Patrols and investigates animal control complaints involving vicious or inhumane animals domestic or wild.

MINIMUM QUALIFICATIONS:

- Associates Degree in Animal Sciences, Veterinary Sciences or Law Enforcement, and two years of work experience in animal care and management, regulatory or compliance enforcement of ordinances/statutes and public laws inclusive of investigations, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and fingerprint check is required to determine suitability of hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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